

**SELF-HELP PACKET FOR SUPPLEMENTAL PETITION TO MODIFY  
CHILD SUPPORT AND OTHER RELIEF**

If child support has been previously established by the Court AND a substantial change of circumstances has occurred, you may file a Supplemental Petition to Modify Child Support and Other Relief. The parties may agree on the modification of child support, but they cannot agree as to the amount except pursuant to child support guidelines (Chapter 61.30 of the Florida Statutes). **The recipient of child support cannot utilize these forms if he/she has a case with the Department of Revenue, Child Support Enforcement. You will need to contact them concerning the request to modify.** Filing fees, fees for service by the Sheriff's Office and other costs are involved in this action. If you cannot afford these fees, you may qualify for a payment plan for filing fees only. You must request a **Civil Affidavit/Application for Indigent Status** from the Clerk of Court and file it along with a **Civil Partial Payment Agreement**. Based upon these documents, the Clerk of Court will determine if you meet the criteria for indigency. If you meet the criteria, a determination of indigent status will be provided to you and the Clerk will determine the Partial Payment Agreement for the filing fee.

**Please read the General Information for Self-Represented Litigants in the front of your packet before proceeding. You cannot be given a hearing date until all required forms have been filed with the Clerk of Court and all allowed time periods for filing information have passed.**

**Definitions:**

**Petitioner:** Individual making a written request

**Respondent:** Individual receiving or answering a written request

- You must have the respondent's current home or employment address to be able to serve him/her with your pleadings.
- You must get your case number and division number from the Clerk of Court and write it on the front of each document you file.

Following is a checklist of forms and requirements. Specific instructions are available for each form to insure that you complete them correctly. You may need to obtain additional forms depending on your circumstances. The questions that follow this checklist may help you to determine additional forms you may need. Additional forms may be obtained from the Santa Rosa County Clerk of Court, Domestic Relations Division, located at the Santa Rosa County Courthouse, 6865 S.W. Caroline Street, Milton, Florida (850) 981-5552 or can be downloaded from the internet at [www.flcourts.org](http://www.flcourts.org).

**INFORMATION AND DOCUMENTS TO BE FILED (YOU MAY WANT TO USE THIS AS A CHECKLIST)**

1. \_\_\_\_\_ Form 12.905(b) **Supplemental Petition to Modify Child Support and Other Relief**
2. \_\_\_\_\_ Form 12.903(e) **Answer to Supplemental Petition (when the parties agree).**
3. \_\_\_\_\_ **Notice and acknowledgment of Limitation of Services Provided** (must be filed with the petition)
4. \_\_\_\_\_ Form 12.902(b) **Individual Income under \$50,000** or 12.902(c) **Individual Income over \$50,000**. Family Law Financial Affidavit (need two (2) – one from each party). **NOTE: The Financial Affidavits for income under \$50,000 are in this packet. If your income is over \$50,000 you will need to obtain the Financial Affidavit for Income over \$50,000.**
5. \_\_\_\_\_ Form 12.932 **Certificate of Compliance with Mandatory Disclosure** (need two (2) – one from each party) or **Agreement to Waive Mandatory Disclosure** (if the parties agree with the Financial Affidavits and require no other financial documentation)

6. \_\_\_\_\_ Form 12.902(j) **Notice of Social Security Number** (one from each party, if not previously filed)
7. \_\_\_\_\_ Form 12.902(e) **Child Support Guidelines Worksheet**
8. \_\_\_\_\_ **Memorandum to Clerk** (Complete all information on this form except the payment information section – form may be neatly handwritten). You will need to bring this to your final hearing along with the Final Judgment).
9. \_\_\_\_\_ Form 12.902(d) **Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit**
10. \_\_\_\_\_ Form 12.910(b) **Process Service Memorandum or Acceptance and Waiver of Service of Process of Summons** (when the parties agree to waive service). The Summons is not provided in the packet. The Clerk of Court will prepare the Summons for you.
11. \_\_\_\_\_ If anyone other than a Lawyer helps you to complete any of the forms, you must file Form 12.900(a) **Disclosure from Non-Lawyer**
12. \_\_\_\_\_ **Notice of Permanent Mailing Address** (need two (2) – one from each party)
13. \_\_\_\_\_ Form 12.93(b) **Supplemental Final Judgment Modifying Child Support** (Leave items the Judge will decide blank)

**BRING THE FINAL JUDGMENT TO THE CLERK OF COURT AT LEAST ONE WEEK PRIOR TO YOUR HEARING. THIS FORM MUST BE ACCURATELY TYPED OR VERY NEATLY HANDWRITTEN AND IN GOOD CONDITION FOR THE JUDGE TO SIGN.**

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#### **Where do I file the forms?**

Once you have completed the Petition for Dissolution and other required documents (forms 1-11 above) you must file the originals with the Clerk of Court, Domestic Relations Division, located at the Santa Rosa County Courthouse, 6865 S.W. Caroline Street, Milton, Florida (850) 981-5552. Keep a copy for your records.

#### **What do I do after I have filed?**

If service is needed, the Clerk will issue the Summons along with attachments to the other party. You may also want to attach a blank Financial Affidavit and Notice of Social Security Number to the Summons for the respondent to complete. The Summons informs the respondent that he/she will have 20 days to respond to your petition. If the respondent lives in Santa Rosa County, take the Summons with attachments to the Santa Rosa County Sheriff's Office Civil Division for service of process on the respondent. The Sheriff's Office will send a Return of Service to you and/or to the Clerk of Court, stating whether the respondent was or was not served. If the respondent lives in another county, he/she must be served by the Sheriff's Office or a certified process server in that county and Return of Service will be sent to you and you will have to file it with the Clerk of Court.

#### **What if the Respondent does not answer or file the necessary forms?**

Once the Respondent has been served or waived service, he/she will have 20 days to file an Answer to the Petition of Dissolution of Marriage or an Answer and Counter-Petition. If a Counter-Petition is filed, you may then file Form 12.903(d) Answer to the Counter-Petition. If the respondent fails to answer your original petition within the 20 days allowed, you must file Form 2.922(a) Motion for Default and Form 12.912(b) Nonmilitary Affidavit (if you are certain the other party is not in the military).

**How do I get a hearing date?**

When all the requirements have been met, file your Request for Hearing with the Clerk of Court. Your case will be reviewed and a Case Status Report will be provided to you giving you a hearing date or further instructions. The Pro Se Coordinator may be reached at (850) 981-5588, located at the Santa Rosa County Courthouse.

**If you are a person with a disability who needs any accommodations in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact: Court Administration, ADA Liaison, Santa Rosa County, 6865 Caroline Street, Milton, Florida 32570 Phone (850) 623-3159 Fax (850) 983-0602 , [ADA.SantaRosa@flcourts1.gov](mailto:ADA.SantaRosa@flcourts1.gov) at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.**